INSTRUCTIONS FOR PLANNING CONSERVATION ACTIVITY PLANS (CAPS) ON MULTIPLE LAND UNITS IN TOOLKIT AND PROTRACTS

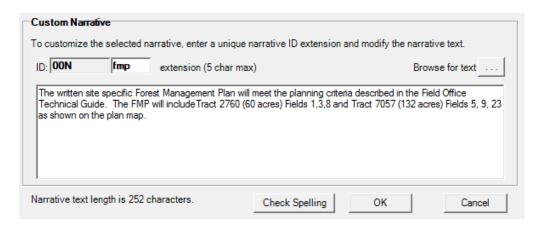
BACKGROUND

CAPS are in units of "Number" and are a point practice in Toolkit. CAPs can include multiple Planned Land Units (PLUs), including multiple tracts and fields. A CAP will have a single practice point for all associated PLUs. Following is guidance on the correct procedure to follow in Toolkit and ProTracts when planning a CAP on multiple PLUs. This guide addresses three main steps:

- A. Initial Planning in Toolkit
- B. ProTracts Steps
- C. Correcting applications that were previously uploaded into ProTracts where multiple land units were added.

PROCESS

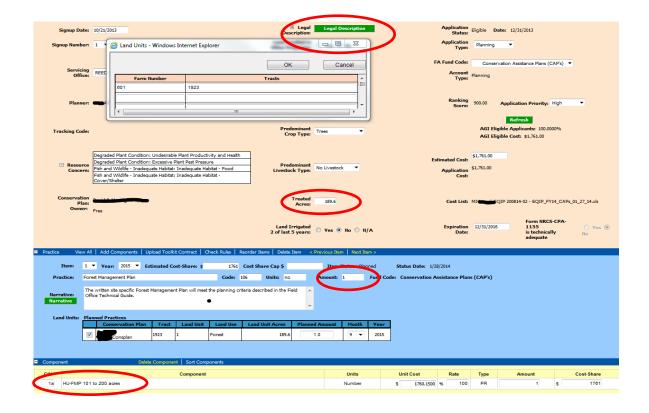
- A. Initial Planning in Toolkit
 - 1. All land units that are included in the CAP will be digitized and attributed.
 - 2. A single practice point (per CAP) will be digitzed in a PLU (in only one of the PLU's) that is included in the CAP.
 - i. If the Farmstead PLU is included in the CAP, the practice point will be placed in it
 - ii. If the *Farmstead* is not included in the CAP, the point will be placed in the largest land unit in the CAP application.
 - 3. The practice narrative must include (this must be done in Toolkit prior to upload):
 - i. A list of all tracts and fields in the CAP.
 - ii. Total acreage by tract; and,
 - iii. The statement "as shown on the plan map" following the list of tracts and fields.



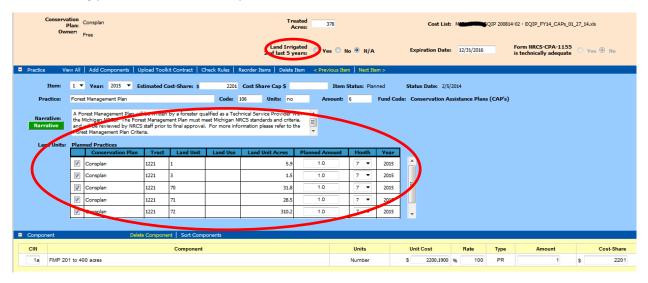
- 4. The Plan Map must include all PLUs in the CAP labeled with:
 - i. Tract Number (when CAP is on multiple Tracts)
 - ii. Field Number
 - iii. Acres
 - iv. Land Use

B. ProTracts Steps

- 1. All Farms and Tracts included in the CAP will be added to the legal description (click the green button).
- 2. The Treated Acres must be consistent with the component selected for the contract item and should be the same as the acreage listed in the practice narrative and on the practice map.



C. To correct applications in ProTracts when multiple land units were loaded prior to this guidance being provided, follow the steps below:



- Click the **Delete Item** button in ProTracts, Select **Delete all Contract Items**.
- 2. Check on the customer in Toolkit.
- 3. Delete all but one of the practice points and use the guidance in Section A.2. above to determine which point to leave.
- 4. Check that all applicable PLUs in the CAP are digitized and attributed.
- 5. Go to Practice Schedule and modify the practice narrative so that it includes:
 - i. A list of all tracts and fields in the CAP
 - ii. Total acreage by tract
 - iii. The statement "as shown on the Plan Map" following the list of tracts and fields
- 6. Make sure the Plan Map includes all PLUs in the CAP with labels for:
 - i. Tract Number (when CAP is on multiple Tracts)
 - ii. Field Number
 - iii. Acres
 - iv. Land Use
- 7. Go into the Toolkit Contract Wizard, **select** and **remove** the old contract.
- 8. **Create** a new contract and save the items.
- 9. Check the customer in.
- 10. In ProTracts, upload the new contract and check that Steps B.1-2 in the above section are completed.

If you have any Toolkit questions, contact Tara King, Geographer at 207-990-9562 or by email tara.king@me.usda.gov.; and if any ProTracts questions, contact Buster Carter, Resource Conservationist at 207-990-9155 or by email buster.carter@me.usda.gov.